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LBT/12
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Summary
Rpt

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24 February 1954

Executive Assistant to DCI Document No. 008

NO CHANGE in Class.

DECLASSIFIED

Class. CHIEF TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 27/01/78 By: 008

Director of Training
Weekly Summary Report

25X1A6b

1. The final stage in the planned revision of the CS Basic Training Program was implemented with the transfer of Phase III to [REDACTED] where instruction in this five-week course began on 16 February. The total Basic Training Program is now 13 weeks in length. For ease of identification, the three phases have been given these brief titles:

Phase I - Orientation
Phase II - CS Methods and Techniques
Phase III - CIA Operations

25X1A8a

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25X1A8a

2. Training support continues to be given to the [REDACTED] program of the SR Division. Currently, two instructors for [REDACTED] are undergoing special project training. Training began 15 February and will extend over a period of approximately six weeks. Project training for another [REDACTED] instructor was recently completed and arrangements are being made to train still another beginning in May. Present efforts are a continuation of a practice initiated by the Office of Training in 1952.

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3. The Air Operations Course scheduled to begin 1 March has been cancelled. Cancellation was necessary primarily because several of the instructors have been requested to review the work print of the recently completed Air Operations training film on the West Coast early in March and another instructor will be on TDY in [REDACTED] in order to inspect the recently developed [REDACTED] Beacon which is under consideration for CIA use.

25X1C8c

4. At the request of the Assistant Director for Research and Reports, a procedure has been developed for utilizing Assessment and Evaluation Staff services to determine individual capabilities of clerical employees being considered for possible promotion to professional positions. Similar prognostic testing procedures are being applied to individuals referred to the Assessment and Evaluation Staff by the Office of Collection and Dissemination.

5. The External and Language Training Division of the Office of Training has been regularly showing films in French and Russian.

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This practice has been extended to include Spanish and German films. Short subjects are presented at noon, while feature length films are shown beginning at 1715 hours. This division also is continuing to organize intermediate and advanced language seminars. Current programs include one class in Japanese, two classes each in Chinese, Arabic and Spanish, and three classes each in German, French and Russian. The seminars generally consist of eight students and a leader.

6. Arrangements have been completed for shipment of Reading Improvement Course equipment and instructional material to [REDACTED] at the request of the PS Division, DD/P. 25X1A6a

7. Five personnel of the Office of Naval Intelligence and five personnel of the Office of the Assistant Chief of Staff, G-2, Army, attended the Indoctrination Program on Thursday, 11 February.

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MATTHEW BAIRD

MB:ep

cc: DD/P
DD/I
AD (Commo)

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